



**Colchester**  
VERMONT



## **TOWN CLERK'S OFFICE LAND RECORD SOFTWARE TRAINING**



This tutorial provides guidance for users of the Town Clerk's online record system, created by the Xerox Corporation. Using this software, you can access property deed information, mortgage paperwork, recorded maps and mylars, and other documents recorded in the Town Clerk's office. This tutorial will focus on finding these documents for a recent development project on Munson Road in Colchester (the Respite House). You **cannot** access Planning & Zoning permit files and Assessor's data from the link below; for information about those records, please see page 13 of this tutorial.

**Please use this url:** <https://i2d.uslandrecords.com/VT/>

**Select Colchester from the drop down menu or by clicking on Colchester in the map of available towns.**

**There is no username or password required for access. Make sure your pop-up blocker is turned off.**

Searching and document viewing is provided for free. Printing or downloading documents will cost \$3 per page. Search Results may be printed for \$1.50 per page. Paying by credit card is the only payment option at this time.

There are additional instructions available on the right side of the home page if this tutorial does not provide the specific assistance you are looking for.

Welcome to the Town of Colchester, VT Land Records Search

>

• **Search:**

Click [here](#) for Searching Instructions

Click [here](#) for Image Viewing and Printing Instructions

Click [here](#) for Download (Basket) Instructions



Once you have selected Colchester is the search area, it will bring you to the homepage:

**TOWN OF COLCHESTER**  
REAL PROPERTY RECORDS


Office: Recorded Land Search Type: Name Search \* Business Last Name: First Name: Party Type: Both

Search Reset Advanced Options

Recorded Land Name Search Last Recorded Doc#: 105771 @02/26/2016 13:00

---

**Town of Colchester, VT**

  
**Colchester**  
VERMONT  
Karen Richard, Colchester  
Town Clerk

781 Blakely Road  
PO Box 55  
Colchester, VT 05446  
Phone: (802) 264-5520

**Office Hours**  
Monday through Friday 7:30 a.m. to 4:30 p.m.

**Welcome to the Town of Colchester, VT Land Records Search**

**Search:**  
Click [here](#) for Searching Instructions  
Click [here](#) for Image Viewing and Printing Instructions  
Click [here](#) for Download (Basket) Instructions  
PLEASE NOTE: To search on criteria other than name criteria, please click on the [Search Criteria](#) dropdown link in the above menu

**Fees:**  
Searching and document viewing is provided as a free service by the Town of Colchester. Printing and/or downloading will incur \$3.00 per page charge. [Search Results](#) may be printed for \$1.50 per page

**System Requirements**  
**This site uses Pop-ups when printing and downloading documents**  
Click [here](#) to learn how to allow Pop-ups  
Click [here](#) to test Pop-ups  
**This site uses Adobe Reader when printing and downloading documents**  
If you do not have a copy of Adobe Reader currently installed, please click [here](#) to install  
Click [here](#) to test your printer

**Feedback**  
Click [here](#) to send us your feedback.

1. At the top of the page, you will need to select the type of document you are searching for: **Land Documents** or **Recorded Maps**.

Office:

Recorded Land  
Recorded Land  
Recorded Maps

2. You then select how to search for the document: by name, document title, by volume number, or by recorded date.

Search Type:

Name Search  
Name Search  
Document Search  
Volume Search  
Recorded Date Search

3. Enter the search information: either an individual's name or a business name. Less information is better than more if you are unsure of correct spelling. Hit "Search."  
(Leave the party type as "both.")

\* Business/Last Name: REM Development First Name: Party Type: Both

Search Reset Advanced Options



There were many records that were selected as part of our search. They include Warranty Deeds, Wastewater Permits, Easements, Stormwater Permits, Land Use Permits, Property Transfer Records (PTR), Building Permit Notices (PZ Memos) and miscellaneous documents (General Recording).

Notice that each document has an individual number, and the book and page number of the recorded document is also available.

The example project is the Respite House, a recently approved project for a new building to be located at 3113 Roosevelt Highway by the REM Development Company. As seen on the previous page, we have search for "Recorded Land" documents using the "Name Search" feature, and used the business name as the search term. The following were our search results:

Select All

Invert Selection

View Pages: 20 50 100

	Doc. #	Name/Corporation	Book	Page	Type Desc.	Img Flag	View Img.	Add to Basket
<input type="checkbox"/>	<a href="#">102567</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00781</a>	<a href="#">244</a>	<a href="#">WARRANTY DEED</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">102568</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">02015</a>	<a href="#">270</a>	<a href="#">PTR</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103099</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00783</a>	<a href="#">431</a>	<a href="#">PZ MEMO OF NOTICE</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103354</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00784</a>	<a href="#">407</a>	<a href="#">STORMWATER DISCH PERMIT</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103854</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">411</a>	<a href="#">PZ MEMO OF NOTICE</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103855</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">412</a>	<a href="#">WASTE WATER PERMIT</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103942</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">593</a>	<a href="#">LAND USE PERMIT</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103996</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00787</a>	<a href="#">54</a>	<a href="#">EASEMENT</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">103997</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">02015</a>	<a href="#">449</a>	<a href="#">PTR</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">104020</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00787</a>	<a href="#">106</a>	<a href="#">PZ MEMO OF NOTICE</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">104119</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00787</a>	<a href="#">347</a>	<a href="#">GENERAL RECORDING</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">104572</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00789</a>	<a href="#">295</a>	<a href="#">EASEMENT</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">104701</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00789</a>	<a href="#">563</a>	<a href="#">PZ MEMO OF NOTICE</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">104964</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00791</a>	<a href="#">52</a>	<a href="#">PZ MEMO OF NOTICE</a>	<a href="#">**</a>		
<input type="checkbox"/>	<a href="#">104965</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00791</a>	<a href="#">53</a>	<a href="#">WASTE WATER PERMIT</a>	<a href="#">**</a>		



First we will select the Warranty Deed for the property, then look at the Stormwater Discharge Permit for the property, and finally look at the Wastewater Permit information.

To select the Warranty Deed file, you can click on the Document Number, or click on the document title. The deed will pop up in a new window, seen below.

Select All		Invert Selection		View Pages: 20 50 100					
	Doc. #	Name/Corporation	Book	Page	Type Desc.	Img Flag	View	Img.	Add to Basket
<input type="checkbox"/>	<a href="#">102567</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00781</a>	<a href="#">244</a>	<a href="#">WARRANTY DEED</a>	**			
<input type="checkbox"/>	<a href="#">102568</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">02015</a>	<a href="#">270</a>	<a href="#">PTR</a>	**			
<input type="checkbox"/>	<a href="#">103099</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00783</a>	<a href="#">431</a>	<a href="#">PZ MEMO OF NOTICE</a>	**			
<input type="checkbox"/>	<a href="#">103354</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00784</a>	<a href="#">407</a>	<a href="#">STORMWATER DISCH PERMIT</a>	**			
<input type="checkbox"/>	<a href="#">103854</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">411</a>	<a href="#">PZ MEMO OF NOTICE</a>	**			
<input type="checkbox"/>	<a href="#">103855</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">412</a>	<a href="#">WASTE WATER PERMIT</a>	**			

Vermont Property Transfer for 32, V-5-A, Class 231  
 Acknowledgement  
 Return No. 22/5-2/20  
 Date Jan 29/2015

ADMINISTRATOR'S DEED  
 83 Munson Road, Colchester, Vermont

TO ALL TO WHOM THESE PRESENTS SHALL COME, I, CRAIG MATANLE,  
 Administrator d.b.n. c.f.a. of the ESTATE OF REBECCA A. MUNSON, late of Colchester in the  
 County of Chittenden and State of Vermont, send greeting:

WHEREAS, the Honorable the Probate Division of the Chittenden Unit of the Vermont Superior  
 Court at a session thereof, held at the Probate Office in Burlington, Vermont in said District, on the 10<sup>th</sup>  
 day of March 2015 A.D. on due application in writing, for that purpose, did authorize  
 CRAIG MATANLE to convey the decedent's estate's interest in the real estate described below.

AND WHEREAS, having previously taken the oath required by law, and fulfilled statutory  
 requisites, I hereby convey the decedent's estate's interest in said real estate to  
 R.E.M. DEVELOPMENT COMPANY, LLC, a Vermont Limited Liability Company with offices in  
 the Town of Williston, County of Chittenden and State of Vermont.

NOW, KNOW YE, that pursuant to authority aforesaid and in consideration of Ten and More  
 Dollars, the receipt of which, I do hereby acknowledge, I do, by these presents, Grant, Bargain, Sell,  
 Convey and Confirm unto the said R.E.M. DEVELOPMENT COMPANY, LLC, and its successors  
 and assigns, the following described real property in the Town of Colchester, County of Chittenden and  
 State of Vermont, described as follows, viz:

Being the remaining lands and premises of the late Rebecca A. Munson, which lands and  
 premises have an address of 83 Munson Road and are more particularly described in  
 Schedule A attached and made a part hereof.

Reference is hereby made to the above-mentioned instruments, the records thereof, the  
 references therein made, and their respective records and references, in further aid of this  
 description.

TO HAVE AND TO HOLD the said premises, with all the privileges and appurtenances thereof,  
 to the said R.E.M. DEVELOPMENT COMPANY, LLC, and its successors and assigns, to their own  
 use and behoof forever. And I the said CRAIG MATANLE as Administrator d.b.n. c.f.a. do covenant

08021003

To print the document, click on the "Add to Basket" button on the far right side of the window. You can select the pages you'd like to "add to your basket," which will allow you to print or download the materials. Remember that printing/downloading costs \$3.00 per page.

**Add To Basket Criteria**

☐ Add Document Details ☐ Add Certificate

☒ Add Pages ☐ Add Encumbrance

☒ All Pages

☐ Current Page

☐ Select Pages  (Document contains 3 pages.)

\* Type individual page numbers separated by commas or use the dash (-) to specify a range of pages  
 For example, type 1,3,5-12

☐ Add All

☐ Save Criteria

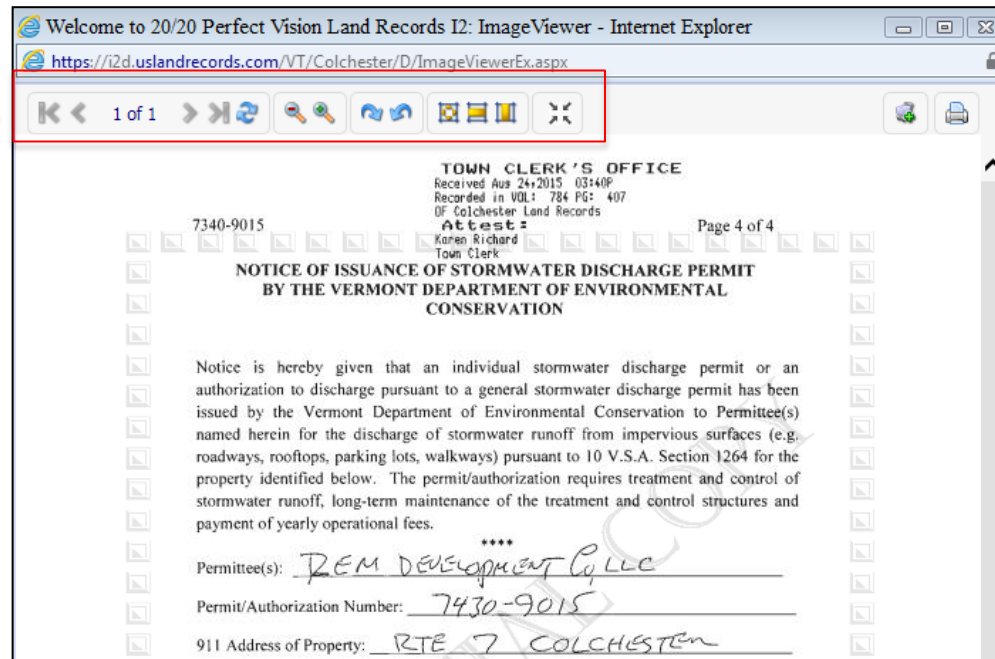




To review the Stormwater Discharge Permit information, click on the document number or title. These documents are issued by the State of Vermont.

<a href="#">Select All</a>		<a href="#">Invert Selection</a>	View Pages: 20 <u>50</u> 100					
	Doc. #	Name/Corporation	Book	Page	Type Desc.	Img Flag	View Img.	Add to Basket
<input type="checkbox"/>	<a href="#">102567</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00781</a>	<a href="#">244</a>	<a href="#">WARRANTY DEED</a>	**		
<input type="checkbox"/>	<a href="#">102568</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">02015</a>	<a href="#">270</a>	<a href="#">PTR</a>	**		
<input type="checkbox"/>	<a href="#">103099</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00783</a>	<a href="#">431</a>	<a href="#">PZ MEMO OF NOTICE</a>	**		
<input type="checkbox"/>	<a href="#">103354</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00784</a>	<a href="#">407</a>	<a href="#">STORMWATER DISCH PERMIT</a>	**		
<input type="checkbox"/>	<a href="#">103854</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">411</a>	<a href="#">PZ MEMO OF NOTICE</a>	**		
<input type="checkbox"/>	<a href="#">103855</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">412</a>	<a href="#">WASTE WATER PERMIT</a>	**		

The document will pop up within a new window. You can use the tools within the new window to zoom in and out on the document and move to the next or previous pages.





To select the Wastewater Permit for the property, click on the document number or title.

<a href="#">Select All</a>		<a href="#">Invert Selection</a>	View Pages: 20 50 100					
	Doc. #	Name/Corporation	Book	Page	Type Desc.	Img Flag	View Img.	Add to Basket
<input type="checkbox"/>	<a href="#">102567</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00781</a>	<a href="#">244</a>	<a href="#">WARRANTY DEED</a>	**		
<input type="checkbox"/>	<a href="#">102568</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">02015</a>	<a href="#">270</a>	<a href="#">PTR</a>	**		
<input type="checkbox"/>	<a href="#">103099</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00783</a>	<a href="#">431</a>	<a href="#">PZ MEMO OF NOTICE</a>	**		
<input type="checkbox"/>	<a href="#">103354</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00784</a>	<a href="#">407</a>	<a href="#">STORMWATER DISCH PERMIT</a>	**		
<input type="checkbox"/>	<a href="#">103854</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">411</a>	<a href="#">PZ MEMO OF NOTICE</a>	**		
<input type="checkbox"/>	<a href="#">103855</a>	<a href="#">REM DEVELOPMENT COMPANY LLC</a>	<a href="#">00786</a>	<a href="#">412</a>	<a href="#">WASTE WATER PERMIT</a>	**		

The document will pop up in a new window. Within that, there are tools to move to the next page of the document, or to zoom in and out.

You can then add this document or certain pages of it to your basket for printing or downloading when your search is complete. Remember that printing/downloading costs \$3.00 per page.

Welcome to 20/20 Perfect Vision Land Records I2: ImageViewer - Internet Explorer

https://i2d.uslandrecords.com/VT/Colchester/D/ImageViewerEx.aspx

1 of 3

**TOWN CLERK'S OFFICE**  
 Received Sep 29, 2015 11:00A  
 Recorded in VOL: 786 PG: 412  
 OF Colchester Land Records  
**Attest:**  
 Karen Richard  
 Town Clerk

**WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT**

**LAWS/REGULATIONS INVOLVED**  
 10 V.S.A. Chapter 64, Potable Water Supply and Wastewater System Permit  
 Wastewater System and Potable Water Supply Rules, Effective September 29, 2007  
 Chapter 21, Water Supply Rules, Effective December 1, 2010

Case Number: WW-C-0492 EJ: 15-0197

Landowners: REM Development Company LLC

This permit affects property referenced in the following documents:

Table 1	
Landowners	REM Development Company LLC
Parcel Address	83 Munson Road, Colchester, Vermont 05446
Deed Reference	Warranty Deed in "Deeds" V. 781, P. 244 dated 06.26.2015
Tax Map Parcel No.	08-021003-0000000
Existing Acreage	88.8
Owner's Mailing Address	599 Avenue C, Williston, Vermont 05495



With those three documents added to our basket, let's look to find the approved site plan for the property. Site plans indicate the project location, show where building is proposed to be built, identify any easements on the property, and gives information about the architect or engineer working on the property.

To do this, you will need to change from searching the Recorded Land records to the Recorded Map records.

Office: **Recorded Maps** Search Type: **Name Search** \* Business/Last Name: **rem development** First Name: First Name: Party Type: **Both**

Search Reset Advanced Options

We received one search result using this information:

Select All

Invert Selection

View Pages: 20 50 100

<<

>>

	Doc. #	Name/Corporation	Slide	Type Desc.	File Date	Img Flag	View	Add to Basket
<input type="checkbox"/>	1485	REM DEVELOPMENT COMPANY LLC	00475	PLAT	10/12/2015	**		

Recorded Maps have a slide number instead of having a book and page number, as recorded documents do. You can click on the slide number, the document number, or the document title to view the map, which will also open in a new window. We added this document to the basket, which we will show on the next page.





The “Basket” is similar to your “shopping cart” when doing online shopping. It holds the items you’ve selected until you are ready to check out. We have 4 documents in our basket, including the Warranty Deed, the Stormwater Discharge Permit, the Wastewater Permit, and the Site Plan for the Respite House Project at 83 Munson Road, owned by REM Development Company LLC. You can review the items in your basket at any time by clicking “Basket” in the upper right hand corner of the screen.

[Registry Home](#) [Search Criteria](#) [Search Options](#) [Search Help&Support](#) [FAQ](#) [Basket \(4\)](#)

# TOWN OF COLCHESTER

## REAL PROPERTY RECORDS

Office: Recorded Maps

Search Type: Name Search

\* Business/Last Name: rem development

First Name:

Party Type: Both

Search Reset Advanced Options

Recorded Maps Name Search Last Name1: rem development Party Type1: Both Party Type2: Both Date From: 8/28/1928 Date Thru: 3/10/2016 Last Recorded Doc#: \_\_\_\_ @\_\_ ( Total: 0.03 seconds, 1 rows)

[Refresh](#) [Select All](#) [Delete Selected](#) [Clear Basket](#) [Download: PDF TIF](#) [Email: PDF TIF](#)

	Doc. #	File Date	Type Desc.	# of Pgs.	Selected Pgs.	Img.	Edit
<input type="checkbox"/>	<a href="#">1485</a>	<a href="#">10/12/2015</a>	<a href="#">PLAT</a>	1	All		
<input type="checkbox"/>	<a href="#">103855</a>	<a href="#">9/29/2015</a>	<a href="#">WASTE WATER PERMIT</a>	All	All		
<input type="checkbox"/>	<a href="#">103354</a>	<a href="#">8/24/2015</a>	<a href="#">STORMWATER DISCH PERMIT</a>	All	All		
<input type="checkbox"/>	<a href="#">102567</a>	<a href="#">6/29/2015</a>	<a href="#">WARRANTY DEED</a>	3	All		

[View Details](#) [View Images](#)

Doc. #	File Date	Rec Time	Type	# of Desc. Pgs.	Doc. Status	Instr. Date	Parcel ID	Title
1485	10/12/2015	12:00AM	PLAT	1	Verified/Certified	10/20/2015		OVERALL SITE PLAN

Street #	Street Name	Description
		US ROUTE 7
		ROOSEVELT HWY



The next step is to print or download the records in your basket. You will need to select the records you wish to print or download by checking the documents as circled below, or using the “select all” function.

<a href="#">Refresh</a>	<a href="#">Select All</a>	<a href="#">Delete Selected</a>	<a href="#">Clear Basket</a>	<a href="#">Download: PDF TIF</a>	<a href="#">Email: PDF TIF</a>		
	<a href="#">Doc. #</a>	<a href="#">File Date</a>	<a href="#">Type Desc.</a>	<a href="#"># of Pgs.</a>	<a href="#">Selected Pgs.</a>	<a href="#">Img.</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">1485</a>	<a href="#">10/12/2015</a>	<a href="#">PLAT</a>	<a href="#">1</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">103855</a>	<a href="#">9/29/2015</a>	<a href="#">WASTE WATER PERMIT</a>	<a href="#">3</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">103354</a>	<a href="#">8/24/2015</a>	<a href="#">STORMWATER DISCH PERMIT</a>	<a href="#">1</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">102567</a>	<a href="#">6/29/2015</a>	<a href="#">WARRANTY DEED</a>	<a href="#">3</a>	<a href="#">All</a>		

When the desired records are selected, you can then choose to download or email them. **We recommend downloading the documents in PDF form** and saving them on your personal computer so you will have a saved copy of the file. You can then choose to print them or send them to someone by email them if you wish.

<a href="#">Refresh</a>	<a href="#">Select All</a>	<a href="#">Delete Selected</a>	<a href="#">Clear Basket</a>	<a href="#">Download: PDF TIF</a>	<a href="#">Email: PDF TIF</a>		
	<a href="#">Doc. #</a>	<a href="#">File Date</a>	<a href="#">Type Desc.</a>	<a href="#"># of Pgs.</a>	<a href="#">Selected Pgs.</a>	<a href="#">Img.</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">1485</a>	<a href="#">10/12/2015</a>	<a href="#">PLAT</a>	<a href="#">1</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">103855</a>	<a href="#">9/29/2015</a>	<a href="#">WASTE WATER PERMIT</a>	<a href="#">3</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">103354</a>	<a href="#">8/24/2015</a>	<a href="#">STORMWATER DISCH PERMIT</a>	<a href="#">1</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">102567</a>	<a href="#">6/29/2015</a>	<a href="#">WARRANTY DEED</a>	<a href="#">3</a>	<a href="#">All</a>		



When you select “PDF” as the download option, a new pop up window will show you the number of documents you are downloading

<a href="#">Refresh</a>	<a href="#">Select All</a>	<a href="#">Delete Selected</a>	<a href="#">Clear Basket</a>	<a href="#">Download: PDF TIF</a>	<a href="#">Email: PDF TIF</a>		
	<a href="#">Doc. #</a>	<a href="#">File Date</a>	<a href="#">Type Desc.</a>	<a href="#"># of Pgs.</a>	<a href="#">Selected Pgs.</a>	<a href="#">Img.</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">1485</a>	<a href="#">10/12/2015</a>	<a href="#">PLAT</a>	<a href="#">1</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">103855</a>	<a href="#">9/29/2015</a>	<a href="#">WASTE WATER PERMIT</a>	<a href="#">3</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">103354</a>	<a href="#">8/24/2015</a>	<a href="#">STORMWATER DISCH PERMIT</a>	<a href="#">1</a>	<a href="#">All</a>		
<input checked="" type="checkbox"/>	<a href="#">102567</a>	<a href="#">6/29/2015</a>	<a href="#">WARRANTY DEED</a>	<a href="#">3</a>	<a href="#">All</a>		

## TOWN OF COLCHESTER

### REAL PROPERTY RECORDS

### Download Wizard

**Date:** 3/10/2016

**Number of Indexes:** 4

**Number of Documents:** 4

**Number of Pages:** 8

**Total Charge:** \$24.00

Next

Close

When you select “PDF” as the download option, a new pop up window will show you the number of documents and the number of pages you are agreeing to purchase. We have selected 8 pages, so at \$3/page the charge will be \$24.

If there are documents listed you do not wish to purchase, hit Close to return to the “basket” screen. You can then unselect the unwanted document and start over by clicking “PDF” under download. You can also use the edit function to alter the number of pages you’ve selected to purchase if you only needed a single page of a document instead of all.

When ready, click Next.



Once you have clicked “Next” to download your selected documents, a payment information screen will be prompted. Only credit cards are accepted for payment.

**TOWN OF COLCHESTER**  
REAL PROPERTY RECORDS Download Wizard

---

Date: 3/10/2016  
Number of Indexes: 4  
Number of Documents: 4  
Number of Pages: 8

---

Total Charge: \$24.00

---



**TOWN OF COLCHESTER**  
REAL PROPERTY RECORDS Download Wizard

---

Secure Transaction

Credit Card Number:\*

Exp Date:\*

Card Type:\* ☒ ☐ ☐ ☐

Master Card    Visa Card    Discover Card    American Express Card

Name shown on Credit Card:\*

Security code:\*

---

Type the characters you see on the picture\*

If characters are not readable please click [here](#)

---

\*required field

Once you have entered payment information, including the security characters, click Next.

Your files will then begin to download. Once downloaded, the documents can be opened and renamed, as well as printed or emailed.

## Frequently Asked Questions (and Answers)!



### Where can I get other information, like Assessor's Cards and Planning & Zoning permit files?

- Assessor's information can be found on their interactive mapping website: [www.axisgis.com/colchestervt](http://www.axisgis.com/colchestervt)
- A tutorial similar to this one for Planning and Zoning permit files can be accessed through Internet Explorer at: <http://www.colchestervt.gov/665/PZ-Online-Records-Search>

### How can I get a copy of the deed to my house?

You can use this tutorial to find the deed to your property, or you can come to the clerk's office and search for your deed.

### I just got married/divorced. How do I change my name on my property?

You will need to file a change of name form, which is available on the Town Clerk's website or at the Town Offices. This would be recorded in the land records and the name change would be reflected on your next tax bill.

### Is there a map/Mylar filed for my property?

Not all properties have a separate map or Mylar on file for their property. If the property has had a survey done or is in a neighborhood, there may be one on file. There are tax maps available for all properties in Colchester through the Assessor's software (see above).

### What does it cost to record a document in the land records?

All documents filed in the land records have a recording fee of \$10.00 per page. This must be done in person at the Town Office.

### Where can I find the book and page of a recorded deed?

All records are searchable on line using this tutorial as guidance or in the Town Clerk's office which has a research area available for public use. When a document is recorded, the book and page number is actually stamped on the document itself.

### What does it mean when a document is recorded for a property? Why do I need to record documents?

Documents are recorded to change/update property ownership, for someone to place a lien on a property owned in Colchester and miscellaneous documents pertaining to Colchester land owners and residents of the town. Documents are recorded to keep property ownership up to date.

### The map or survey that I see on the database for my property is incorrect or has been changed. What do I do?

If you see any error on a land record, you would need to contact a land surveyor to have a new survey drawn up and recorded in the town land records. We are not able to correct any document that has been recorded in the land records.

### How long after I record a document will it show up in the database?

Your document will show up within 2 to 3 business days.





This software is available in the Colchester Town Office Research area however is also available from any web browser. Please contact the Town Clerk's Office at (802)-264-5520 or stop by the offices with questions. Thank you for your participation.